One Time Deduction - Create

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
12/16/2004	Ligaya West	Updates & edits
1/20/2007	Kelly Welsh	Edits

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Test Info

Successor Transactions

Test History

Update the following table as necessary when this procedure is tested:

Date	Tester	Pass/Fail	Notes

Test Scenarios

Use the following scenarios to test this transaction:

Scenario ##				
Description	**Test Condition Description**	**Input Data**	**Expected Results**	**Output Data**
	Test all deduction wage types		After one time deductions are entered against each deduction wage type <insert WT list> verify they are deducted from employee pay in accordance with design	

Test Execution

The following tables summarize the test results for each scenario:

Purpose

Use this procedure to create a one time deduction.

Trigger

Perform this procedure when an employee needs to have a deduction taken out for only one pay period.

Prerequisites

None

Menu Path

Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code

PA30

Date	Notes
1/20/2007	Edits

Helpful Hints

Payroll Processors will use this procedure to create a one time deduction for an employee.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

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Procedure

1. You have started the transaction using the menu path or transaction code **PA30**.

Maintain HR Master Data

2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. **Example:** 20000055

3. Click ✅ .(Enter) to validate the information.

4. Click **Payroll** tab.

5. Click **Additional Payments** .

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6. Click (Create) to create a new record.

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Create Additional Payments

7. As required, complete/review the following fields:

Field Name	R/O/C	Description
Wage type	R	This is an object in Payroll and Personnel Administration which stores amounts or time units that are used to calculate pay and deductions, store results, and determine statistics. It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run. **Example:** 2742
Amount	R	It is the total dollar value of a wage type. **Example:** 100.00

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Field Name	R/O/C	Description
Number/unit	R/O	This is a combination of fields that defines the number to be compensated and the time unit, such as hours, days, weeks, etc. ⓘ Enter rate and a unit that rate should be calculated at. **Example:** $.50/Hours
Date of Origin	R	This is a field on *Additional Payments* infotype used to record the date on which the payment or deduction is effective. The payment or deduction will be processed in the pay period during which the date of origin falls. **Example:** 08/01/2004

8.   Click 🔲 (Save) to save entires.

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Maintain HR Master Data

The system displays the message, "Record created".

9. You have completed this transaction.

Result

You have created a one time deduction.

Comments

None

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